

Mbizana Local Municipality



51 Main Street, Bizana 4800

Tel: 039 251 0230/2068

Fax: 039 251 0528

QUOTATION NO: MBIZLM/18/05/2018 PIRMP

DATE: 24/05/2018

**ADVERT: PROVISION OF INTEGRATED RECORDS MANAGEMENT PROGRAMME**

All prospective and competent bidders are hereby invited for submit their quotations for PROVISIONS OF INTEGRATED RECORDS MANAGEMENT PROGRAMME.

Specification will be available at Mbizana Local Municipality Offices from 08h00-16h30 9Weekeday) free of charge as well as on the municipal website.

**MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL LEAD TO NON RESPONSIVE.**

Copy of the Tax Clearance Certificate and printout with the pin from SARS, Copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate or a consolidated BBBEE in the case of a joint venture (non-elimination item). Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. No courtered, faxed, incomplete, e-mailed and late tenders will be accepted. Mbizana Local Municipality reserves the right not to appoint and value for money will be the key determinant. Mbizana Local Municipal supply chain management policy will apply. All MBD Forms that are in the bid document are compulsory submissions. Bidders must submit the tender document provided by the municipality (original document) A signed certificate by the bidder and proof certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other provider in respect of which payment is overdue more than 30 days. All the certified copies of documents must not be older than 3 months. NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPANY(NIES) NOT REGISTERED IN THE CENTRAL SUPPLIER DATABASE (CSO).

All Quotations must be deposited in the tender box situated at the reception area by not later than 01 June 2018.

All tenders must be clearly marked "Name of the project and Reference number indicated above".

Enquiries: Enquiries are addressed to Ms N.Gxumisa @ 0392510230 and SCM Enquires to Supply Chain Manager, @ 0392510230, email: raphen@mbizana.org.za, khalaz@mbizana.org.za respectively.

Mr. L. Mahleke

Municipia Manager

Supply Chain Management Office

Approved/Not Approved

Date:.....Signature.....

